



Administrative Certificate of Appropriateness

BACKGROUND INFORMATION

- The Cultural Heritage Certificate of Appropriateness process applies to historically significant properties and is intended to assure that the historic integrity of these properties is maintained whenever exterior improvements are made. Municipal Code Title 20 provides the authority and standards of this process.
- Please make sure your application is complete per this checklist.
- Please make sure someone with authority to make decisions is present at the Cultural Heritage Board meeting.
- We will mail our report regarding your application by the Friday preceding the scheduled hearing.
- **We're here to help!** If you have any questions, please call the Planning Department at **(909) 826-5371**. We also have printed materials you may find helpful, including: **"City of Riverside Historic Preservation Process", "Rehab Riverside Right", "Home Improvements With Style"**, and others.

REQUIRED ITEMS FOR FILING

- **ALL APPLICATIONS**
 - One completed **general application** form.
 - Two sets of **blueprints** drawn to scale, stapled in sets along the left margin, and folded no larger than 8 ½" x 14".
 - One 8 ½" x 11" **black and white paper copy** of each drawing sheet.
 - **Photographs** of the building(s) and surroundings. (Include historic photographs, if available.)
- **BUILDING ELEVATION AND PLOT PLAN APPLICATIONS**
 - **Elevation blueprints** of all sides of all buildings that are a part of the project (one set colored.)
 - **Color and material specifications.** (Attach samples to a file size illustration board.)
 - **Plot plan blueprints** showing all site improvements and major landscape features, including such things as buildings, fences, patios, walkways, driveways, and major trees/shrubs, indicating if they are existing, proposed, or slated for removal.
- **SIGN PLAN APPLICATIONS**
 - **Sign elevation blueprints** (one set colored.)
 - **Color and material specifications.** (Attach samples to a file size illustration board.)
 - **Illumination** type, intensity, and design
 - **Building elevation blueprints** (one set colored) showing proposed signs and existing signs to remain.
 - **Plot plan blueprints** indicating sign locations.
- **LANDSCAPE AND IRRIGATION APPLICATIONS**
 - **Landscape blueprints** including:
 - **Existing landscaping** specifying those to remain or be removed.
 - **Proposed shrubs, trees and ground covers** with each species differentiated on the plan by a distinct plant symbol, letter or number.
 - A **plant list** keyed to the landscape plan, indicating the botanic and common name.
 - **Container sizes** of each proposed plant.
 - **Tree staking specifications** showing minimum double staking and tire strip tree ties.
 - **Proposed street trees and public parkway ground covers** Contact the Parks Department (909) 826-5301, for street tree species and spacing.
 - **Irrigation blueprints** including:
 - **Irrigation pipe locations, diameters, materials and thicknesses.**
 - **Sprinkler head locations** with a key indicating company brand, model, type.
 - Specifications for **automatic controllers, valves, valve boxes, anti-siphon devices.**
 - Specifications for swing joint **riser protection.**
 - Water budget calculations. (Does not apply to single family homes and other small projects)

For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (909) 826-5371, Facsimile (909) 826-5622



Planning & Building Department

3900 Main Street, Riverside, CA 92522 ● (951) 826-5371 ● Fax: (951) 826-5981 ● www.Riversideca.gov

General Application Form

PLEASE TYPE OR PRINT CLEARLY

Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

State in detail what you want to do, attach separate sheets as necessary._____

Address of Subject Property: _____

Assessor’s Parcel Number(s): _____

Size of Subject Property: _____

- 1. **Attach a copy of the most recent Grant Deed.**
- 2. **If your request is not for the entire property described on the deed, attach a metes and bounds description.**
- 3. **Attach a copy of the Assessor’s Plat Map showing the subject site.**

Legal Owner Information:

I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Signature: _____

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Telephone: () _____ **Facsimile:** () _____ **E-Mail Address:** _____

Applicant Information:

(If other than Legal Owner)

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

Representative Information:

(If other than Applicant)

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ☐.

Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as “proceeding”) brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City’s decision to approve any tentative map (tract or parcel) development, land use permit, license, master plans, precise plans, preliminary plans, design review, variances, use permits, general and specific plan amendments, zoning amendments, and approvals and certifications under CEQA. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney’s fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

Applicant Signature

This Section to be Completed by Staff

Type of Case: _____ **Received By:** _____ **Hearing Date:** _____ **CEQA** ☐ **NONCEQA** ☐

Filing Fee: _____ **Date:** _____ **Filing Deadline:** _____ **TEAM:** N ☐ S ☐ C ☐

Memo: _____ **Project/Development/Activity#** _____

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